

**TALKING PAPER**  
**ON**  
**AIR WAR COLLEGE INSTITUTIONAL EFFECTIVENESS**  
**(Resident Evaluation)**

- **AWC's institutional effectiveness program consists of four resident evaluation areas**
  - o Curriculum evaluation
  - o Student evaluation
  - o Faculty evaluation
  - o Evaluation of AWC Facilities, Services, and Support
- **The overall goal of the evaluation program is *to promote learning and enhance the value of the AWC experience*. To accomplish this goal, each of these areas have specific objectives:**
  - o Curriculum evaluation
    - To evaluate the effectiveness of the curriculum in accomplishing AWC educational objectives
    - To provide feedback necessary to keep the curriculum dynamic and responsive to Air Force, Joint, DoD, and Homeland Security needs
  - o Student evaluation
    - To determine if the intended educational objectives have been met
    - To provide feedback to students on individual performance
    - To identify substandard performance or trends as early as possible for individual assistance or corrective action
  - o Faculty evaluation
    - To provide diagnostic information to faculty members on their teaching
    - To enhance faculty professional growth and development
  - o Evaluation of AWC Facilities, Services, and Support
    - To assess how well the AWC facilities support the learning environment.
    - To assess the adequacy and helpfulness of student services and support
- **Participants in AWC Evaluation Programs**
  - o Students - critique curriculum content, instructional methods, faculty, and special activities when requested by the Institutional Effectiveness Office (AWC/CAV)
    - Faculty members
      - Evaluate curriculum content and instructional methodology, focusing on the seminar environment and curriculum integration
      - Evaluate student academic performance

- o External sources
  - Graduates and their supervisors provide feedback on contribution of AWC experience to their current positions and roles
  - Senior Air Force leaders provide feedback on curriculum and performance of graduates
- **Administration of AWC Evaluation Program**
  - o Institutional Effectiveness Office
    - Provides assistance in the development and execution of all evaluation activities
    - Prepares and administers surveys and other instruments designed to gather feedback on curriculum content and instructional methodology. Analyzes results and reports findings to AWC senior staff and Air University from the following:
      - Student/faculty critiques of core curriculum and core electives program
      - Student/faculty critiques of special activities (Regional Studies, National Security Forum, field trips, exercises, etc.)
      - Mid-Year and End-of-Year surveys of incumbent class
      - Alumni/Supervisor and Senior Leader surveys
    - Administers critiques to gather student perceptions on faculty effectiveness and publishes findings
    - Coordinates exam development with departments
    - Monitors student grades and analyzes trends for senior staff; retains records of student grades for archival purposes
  - o Academic Dean, Department Chairs - Coordinate on examination instruments, validate student performance, and conduct supervisory evaluations of instructors
  - o Course Directors - Develops and administers examination instruments and assist in evaluating student performance on examinations, papers, exercises, and simulations
  - o Course Instructors and Academic Advisors
    - Evaluate student performance in core curriculum and core electives
    - Provide verbal and written feedback to students on their performance
    - Conduct counseling as needed
  - o Seminar Directors
    - Maintain student folders for each student
    - Conduct counseling session with each student as appropriate
    - Prepare AF Form 475, Educational/Training Report, for students at completion of academic year

- **Student Academic Performance**

- o Course instructors evaluate academic performance through exams, papers, exercises, book analyses, oral presentations, and participation through the Student Records Information System (SRIS)
- o Students access their grades and comprehensive written feedback through SRIS when grades have been released by the department
- o Performance on deliverables and overall course grades use letter grades. Success is demonstrated through a grade of B on all course assessments, and for each overall course grade within the program. A general description of each grade follows:
  - “A” range (Exceptional) - Demonstrates a significantly high level of understanding and a superb mastery of the learning outcomes to include a thorough knowledge of concepts and/or techniques and exceptional skill and/or ability to synthesize the use of those concepts/techniques in satisfying the requirement of an assignment or course
  - “B” range (Mastery) - Demonstrates an acceptable understanding of the concepts and/or techniques denoting mastery of learning outcomes together with considerable skill in applying the acquired knowledge to satisfy the requirements of an assignment or course
  - “C” range and below (Unsatisfactory) - The level of understanding is not sufficient for meeting desired objectives
- o Students with continued poor academic performance are placed on probation. Appropriate assistance and counseling will be provided; graduation will be at the discretion on the AWC Commandant
- o Awards and Honors. The AF Form 475, Educational/Training Report, or its equivalent document for sister service members, reflects performance at AWC to include leadership and initiative, superior writing performance, and performance in other academic areas. AWCOI 36-107, *AWC Awards Program* describes the various awards that may be presented for leadership, officership, class contributions, and research and writing excellence.

- **AWC Direct Feedback Program**

- o Provides a method for students to make direct, voluntary comments to the senior staff on any aspect of AWC or the support provided by Maxwell AFB agencies
  - Procedures
    - Students are encouraged to first determine if a more appropriate avenue exists for their specific inputs (e.g., curriculum feedback or the supervisory chain)
    - Comments are made on Student Comment Sheet located on the LAN at [file:///M:/Grade\\_Sheets/Direct\\_Feedback.doc](file:///M:/Grade_Sheets/Direct_Feedback.doc) or via the AWC homepage evaluation link, [http://www.au.af.mil/au/awc/eval/Direct\\_Feedback.doc](http://www.au.af.mil/au/awc/eval/Direct_Feedback.doc)

- Completed comment sheets should be e-mailed to the Institutional Effectiveness Office (AWC/CAV) through **AWC.Evaluation@MAXWELL.AF.MIL**
  - Students may request a response to their comment, suggestion, or question
  - Participant identification is required on the Direct Feedback comment sheet
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- Comment sheets are forwarded to the appropriate response office for reply as needed. AWC/CC reviews each comment and response with a personal response provided when deemed necessary. Response offices send replies to the student with courtesy copies to CAV, pertinent two-letter offices, and the individual's SD
  - CAV generates an end of academic year summary of the AWC Direct Feedback Program comments to aid response offices in following up on long-term change actions